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# SENECA FALLS DEVELOPMENT CORPORATION

2016 Public Authority Annual Report

## 1. Operations and Accomplishments of the Corporation

- Conducted 2016 Seneca Falls Farmers' Market
- Updated the Town's Economic Development Plan – Findings Section which lays the groundwork for updating the strategic goals
- Contracted with an independent contractor to fulfill some of the key aspects of the SFDC's Director. The person is responsible for developing SFDC marketing material (including a new logo, web page), creating a listing of vacant commercial property with marketing details, coordinating efforts with businesses locating in Seneca Falls, identifying current Seneca Falls business needs and assist in addressing them to the extent possible, assist in grant writing where economic development is involved and participate in regional economic development meetings.
- Maintained compliance with PAAA

## 2. Disbursements During the Fiscal Year and Assets and Liabilities Bond Schedule to Include Refinancing's Refunding's and Defeasements and Bond Issuance Costs

Please see annual audited financial statements.

## 3. Compensation Schedule

The Corporation had no employees during 2016.

## 4. Projects undertaken by the Corporation During the Past Year

2016 Seneca Falls Farmers Market  
Updating Findings Data in Seneca Falls Economic Development Plan  
Assist Town in applying for the Regional Economic Development Grants  
PAAA Compliance

## 5. Listing of Real Property and Price Received. Name of the Purchaser for Property Sold

None

## 6. Internal Control Assessment

Bonn, Diogaurdi, & Ray, LLP audited the Seneca Falls Development Corporation's financial statements and the related notes to the financial statements in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to the financial audits contained in Government Auditing Standard issued by the Comptroller General of the United States as of and for the year ended December 31, 2016. Their report, including their opinion on the statements, was issued March 17, 2017.

7. Mission Statement and Performance Measurement Report

Mission and Measurement report is available on the SFDC website.

8. Financial Reports: Audited Financials in Accordance with GAAP per section 2 (10) of State Finance Law

See 2016 Annual Audited Reports on the SFDC website.

9. Grant and Subsidy Programs

None.

10. Operating and Financial Risks

The SFDC's funding is wholly from the Town of Seneca Falls with the exception of some funding received exclusively for the Farmers' Market. If the Town of Seneca Falls does not provide funding, the SFDC will be unable to achieve its stated objectives unless other sources are identified. In the present economy, alternative funding sources are scarce, and none have been identified.

11. Current Ratings for Bonds and Changes in Ratings

None.

12. Long-Term Liabilities Leases and Employee Benefit Plans

None.

13. Biographical Information for All Members and Specified Employees

Joell Murney-Karsten	President (Jan 2016 to present)
Jay Eastman	Secretary (Mar 2015 to present)
Menzo D. Case	Treasurer (Apr 2014 to present)
Kenneth McConnell	Board member (Mar 2015 to present)
Patrick Nugent	Board member (Dec 2014 to present)
Greg Lazzaro	Board member (Jan 2016 to present)
Dave Delelys	Board member (Jan 2016 to present)

14. Description of All Real Property Exceeding \$15,000 Acquired or Disposed

The Corporation owns no Real Property.

15. The Price Paid and Name of the Seller for All Property Bought by the Corporation

The Corporation purchased no Real Property in 2015.

16. Authority's Enabling Legislation

Section 1411 of the NYS Not-for-Profit Law.

17. Description of the Corporation, Major Corporation Units and Subsidiaries

The Corporation exists to create or stimulate economic and community development in the Town of Seneca Falls through the planning and implementation of programs, projects, and activities. The Corporation has no subsidiaries.

18. Number of Employees

The Corporation had no employees in 2016.

19. Corporation's Charter and By-Laws

SFDC Certificate of Incorporation, as amended, and By-Laws are on the SFDC website.

20. List of Material Operations and Program Changes During the Reporting Year

The Corporation operated in a limited fashion during 2016 and continued to support the Seneca Falls Farmers Market. A contract with an independent contractor was entered into to perform some of the key roles of the vacant Executive Director position.

21. A 4-Year Financial Plan

The Corporation's Four-year financial plan (Budget for 2017-2020) is on SFDC website.

22. Current and Projected Capital Budget

None.

23. Operating Budget Report including an Actual Versus Estimated Budget Description

The following is an overview of 2016 operating results as compared to budget:

	<u>2016 Budget</u>	<u>2016 Actual</u>	<u>Variance</u>	<u>Comment</u>
Investment earnings	430	535	105	More cash on deposit earning interest than originally budgeted.
Other operating income	-	220	220	Farmers' Market booth rentals
Corporate contributions	3,300	3,300	-	
Municipal subsidies and grants	55,000	55,000	-	
	<u>58,730</u>	<u>59,055</u>	<u>325</u>	
	8,400	14,050	5,650	Hired independent contractor to perform key duties of vacant Executive Director position.
Professional services contracts				
Other operating expenses	4,432	5,288	856	Additional costs for marketing.
	<u>12,832</u>	<u>19,338</u>	<u>6,506</u>	
Deficiency of revenues over expenditures	<u>45,898</u>	<u>39,717</u>	<u>(6,181)</u>	

24. Analysis and Measurement of Financial and Operating Performance

The full analysis is available on the SFDC website.

25. Description of Its Board Structure. Names of Committees and Committee Members

The Seneca Falls Development Corporation has a seven member board, including one ex-officio position (Town Supervisor) and one director selected from the Town Board. The other five directors are independent members solicited from the Town's business community and residents. All positions were filled during 2016.

Corporation Board members:

As of December 31, 2016, the Board members were:

- Member A: Joell Murney-Karsten, Chair
- Member B: Jay Eastman, Secretary
- Member C: Menzo Case, Treasurer
- Member D: Patrick Nugent
- Member E: Kenneth McConnell
- Member F: David Delelys (Town Council member)
- Member G: Greg Lazzaro (Town Supervisor, ex-officio)

There are three formal committees of the Corporation: Audit, Finance, and Governance. Committee assignments are made by the Chair annually, at the first Corporation meeting of the year. The following are the Committees:

Audit Committee Members:

- Chair: Jay Eastman
- Member: Patrick Nugent
- Member: Kenneth McConnell

Finance Committee Members:

- Chair: Menzo Case
- Member: Jay Eastman
- Member: Kenneth McConnell
- Member: Greg Lazzaro

Governance Committee Members:

- Chair: Patrick Nugent
- Member: Jay Eastman
- Member: Greg Lazzaro

26. List of Board Meetings and Attendance

Meetings are scheduled monthly as necessary (the Corporation is presently very limited in its operations as noted previously).

<u>Date</u>	<u>Board Attendees</u>
1/28/2016	Menzo Case, Dave Deleys, Jay Eastman, Greg Lazzaro, Ken McConnell, Joell Murney-Karsten, Patrick Nugent
3/15/2016	Menzo Case, Jay Eastman, Greg Lazzaro, Ken McConnell, Joell Murney-Karsten
4/26/2016	Menzo Case, Jay Eastman, Ken McConnell, Joell Murney-Karsten, Patrick Nugent
5/26/2016	Menzo Case, Dave Deleys, Jay Eastman, Greg Lazzaro, Ken McConnell, Joell Murney-Karsten, Patrick Nugent
6/23/2016	Menzo Case, Dave Deleys, Jay Eastman, Greg Lazzaro, Ken McConnell, Joell Murney-Karsten
7/21/2016	Menzo Case, Dave Deleys, Jay Eastman, Greg Lazzaro, Ken McConnell, Joell Murney-Karsten
8/18/2016	Dave Deleys, Jay Eastman, Greg Lazzaro, Ken McConnell, Joell Murney-Karsten, Patrick Nugent
10/20/2016	Menzo Case, Dave Deleys, Greg Lazzaro, Ken McConnell, Joell Murney-Karsten
12/7/2016	Menzo Case, Dave Deleys, Jay Eastman, Greg Lazzaro, Ken McConnell, Joell Murney-Karsten, Patrick Nugent

27. Board Performance Evaluations

All but one Director attended 75% or more of scheduled Board meetings. Committee operations were limited given the Company's limited operations. All directors participated in executive director search and interviews.

28. Description of Assets and Services Bought or Sold Without Competitive Bidding

Accounting services were not competitively bid because the Seneca Falls Development Corporation is intimately familiar with Bonn, Dioguardi, & Ray, LLC's history and policies, who has a wealth of information that goes into preparing our accounting/audit. Given the organization's financial activities were very limited in 2016, the Board believed it prudent to maintain the same auditors. The audit cost is in line with audits of similar size organizations.

Insurance policies are obtained from local insurance agencies with access to several companies that provide the coverage required. The Agencies provide a summary of quotes from several companies, and the lowest price with the appropriate coverage is selected. The choice of agency is not competitively bid as all local agencies have the same access to insurance companies and obtain the same prices for coverage required. The same agency is used each year as they are familiar with the coverage required for the Corporation.

29. Description of Material Pending Litigation

None.

30. Compliance and Other Matters

Compliance reports prepared by Bonn, Dioguardi, & Ray, LLC for the year ended December 31, 2016 are available on the SFDC website.

SO CERTIFIED:



Joell Murney-Karsten, Chair



Menzo Case, Treasurer